

EXAMPLE (Form 508)

KENTUCKY DIVISION OF EMERGENCY MANAGEMENT

SUMMARY OF DOCUMENTATION IN SUPPORT OF AMOUNT
CLAIMED FOR ELIGIBLE DISASTER WORK

Applicant _____ Disaster # _____ DR-KY

Applicant/P.A ID No. _____

PW #: _____ (EACH PW MUST BE SUMMARIZED INDIVIDUALLY)

Payment Documentation Reference No. (Warrant, Voucher, Claim or Schedule No.)	Delivery Date of Articles or Performances services.	<u>Documentation</u> List Documentation (Applicant's payroll, material out of Applicant's stock. Applicant owned equipment and name of vendor or contractor) by category and line item in the approved project application and give a brief description of the articles or services.	Amounts of Applicant's Eligible Costs
CHECK # OR JV #	DATES PAYMENTS MADE	<p style="text-align: center;"><u>Breakdown into three categories:</u></p> <p><u>EQUIPMENT</u> Make, model and any information, which may help establish a rate.</p> <p><u>LABOR</u> Employees must be on your payroll in order for you to be reimbursed for their work. Payroll must show pay period, employee name, job title, # of hrs. worked for the pay period and rate of pay. PW must be listed on time sheet as well.</p> <p><u>MATERIALS</u> Show unit price, quantity, total costs, description, date purchased, date used, job site, date paid for, amount paid and check number.</p> <p><i>Supporting Documentation: Contracts</i> cancelled checks (front & back) and invoices for any expenditure on large project PW.</p> <p>* A separate sheet may be used for each of the three categories.</p>	<p>AMOUNT #</p> <p>AMOUNT #</p> <p>AMOUNT #</p>

TOTAL COSTS FOR PAGE OF ____ OF ____ TOTAL \$ _____

TOTAL COSTS FOR ALL PAGES FOR PW'S \$ _____

PREPARED BY: _____ DATE _____

TELEPHONE: (____) _____ EXT. _____

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